

# Hampton First Baptist Academy

## Mom's Day Out, Preschool, & Kindergarten

770-946-4802 Fax 770-946-8996 www.HamptonAcademy.org

### Registration 2023-2024

Student's \_\_\_\_\_ Name Called \_\_\_\_\_  
 Name Last First Middle

Birth date \_\_\_\_\_ Age as of Sept. 1, 2023 \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's / Female Guardian's name \_\_\_\_\_

Best Contact Number \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Father's / Male Guardian's name \_\_\_\_\_

Best Contact Number \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Child lives with: Both Parents \_\_\_\_\_ Single Parent \_\_\_\_\_ (Mother \_\_\_\_\_ Father \_\_\_\_\_)  
 Guardian \_\_\_\_\_

REFERRAL: I heard about the program through \_\_\_\_\_  
 (referring family receives a \$25 tuition credit)

Check one:

	MDO/ Preschool	DAYS
	MDO	Tues and Thurs
	2K	Tues-Thurs
	2K	Mon-Thurs
	3K*	Tues-Thurs
	3K*	Mon-Thurs

	Preschool/ Elementary	DAYS
	4K*	Mon-Thurs
	4K*	Mon-Fri
	Kindergarten	Mon-Fri

\* Children must be potty trained before starting the 3K and older programs.

**Hampton First Baptist Academy  
EMERGENCY MEDICAL AUTHORIZATION**

**Child's Name:** \_\_\_\_\_

Please list environmental, food, and/or drug allergies \_\_\_\_\_

\_\_\_\_\_  
List medications currently taken on a regular basis, condition for which they are taken, and dosage amount and time

\_\_\_\_\_  
If your child has any illness or condition (Asthma, Diabetes, ADHD, etc.) or physical disability, please provide us the confidential information so that we may better care for your child. \_\_\_\_\_

\_\_\_\_\_  
Physician's Name \_\_\_\_\_ Phone # (     ) \_\_\_\_\_

Insurance Provider \_\_\_\_\_ Policy # \_\_\_\_\_

May we administer **Diphenhydramine Hydrochloride (Benadryl)** for an allergic reaction?  
(Dosage will be appropriate for age/weight) **Circle YES or NO**

**May we give Acetaminophen (Tylenol) YES or NO Ibuprofen (Motrin) YES or NO**

**NOTE: You will be notified before either is given.**

Please initial and sign:

\_\_\_\_ In case of illness or injury that occurs at school, I authorize the school to evaluate, provide first aid, and to contact me, if necessary, for further advice and/or pick up. If the school is unable to reach me, I hereby authorize it to contact my emergency contact person.

\_\_\_\_ In the event that an injury or illness is extremely serious or life threatening to my child, I authorize HFBA staff to first contact emergency medical professionals; then contact me or my emergency contact if I cannot be reached.

\_\_\_\_ I release the teachers/personnel and Hampton First Baptist Academy of Hampton, GA from any liability for any accident or injury that might be incurred. HFBA is covered under the umbrella of Hampton First Baptist Church's liability insurance.

\_\_\_\_ I understand that I assume all financial responsibility for any treatment or injuries sustained by my child while he/she is at HFBA.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Hampton First Baptist Academy

## Discipline Policy

HFB Academy seeks to base all of its programs on the Word of God. Our primary objective in disciplinary action is to lovingly restore the student to fellowship.

The following behaviors are unacceptable in HFBA classrooms:

Disobedience

Interrupting class

Horseplay

Running in hallways or classroom

Any actions that interrupts teacher instruction or distracts other children from learning.

HFB Academy Discipline Policy states the following methods of discipline concerning these classroom rules:

1. Time out or time apart from class activities
2. Withholding school rewards and privileges
3. Parent Consultation

Procedures for handling specific situations in the school setting such as throwing things , hitting , pushing or shoving , kicking, fighting, biting or spitting:

1. When a student becomes a discipline problem to the point that the teacher feels that she has done all she can, the student will be sent to the Director's office.
2. The second time the behavior becomes intolerable, parents will receive a phone call from the school.
3. The third time this situation occurs, an immediate conference between parents, teacher and the Director will be set up on that day during school hours. The privilege of the student to attend Hampton First Baptist Academy will be reviewed. Any child that cannot conform to the classroom environment and procedures will be asked to withdraw from the school.

I HAVE READ AND AGREE TO ABIDE BY HAMPTON FIRST BAPTIST ACADEMY'S PROCEDURES AND POLICIES for my child, \_\_\_\_\_.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## SCHOOL INFORMATION

⇒ **HFBA Photograph Release** Yes \_\_\_\_\_ No \_\_\_\_\_

I authorize HFBA to use any photograph or video of my child or our family in promotions, newsletters, our website, facebook or slideshows.

⇒ **HFBA Personal Information Authorization** Yes \_\_\_\_\_ No \_\_\_\_\_

I authorize HFBA to list my name, email and phone number for HFBA room moms.

\_\_\_\_\_ include name only \_\_\_\_\_ include all information

⇒ **I acknowledge that HFBA is not licensed with *Bright from the Start, Georgia Department of Early Care and Learning*, but has received a Letter of Exemption as a child care center.** \_\_\_\_\_ (initial)

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## Emergency Contact Information

Who should be contacted if your child should need to be picked up and a parent/guardian cannot be reached? (Should be a local resident.)

Name: \_\_\_\_\_ Best Contact Number \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

<b>RELEASE AUTHORIZATIONS</b>		
My child, _____, may be released to the person signing this agreement or to the following people for pick up.		
NAME	RELATIONSHIP	PHONE
		( ) _____
		( ) _____
		( ) _____
		( ) _____
		( ) _____
		( ) _____

**It is the responsibility of the parents to notify the Academy Director of any changes in phone numbers, addresses or persons authorized to pick up the child.**

**Acceptance:** When you fill out the registration forms and pay the registration fee, your child is considered accepted into our program. **The registration and matriculation fees are non-refundable.**

**Withdrawal from the Program:** We will require a two-week notice or two-week tuition fee. **All Accounts must be current at the time of withdrawal to receive curriculum and/or to have transcripts sent to another school.**

I, the undersigned, agree with the financial terms set forth on the 2023-2024 Tuition Schedule. I have read and understand the policies for Hampton First Baptist Academy. As a parent of a Hampton First Baptist Academy student, I agree to abide by the rules set forth in the Academy Handbook.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

<b>For Office Use Only:</b>	<u>Date</u>	<u>Amount</u>	<u>Cash/Check</u>
Registration	_____	_____	_____
Matriculation fee	_____	_____	_____
Other	_____	_____	_____
Immunization Form #3231	_____	_____	_____
EED Certificate Form #3300	_____	_____	_____